THE OLAO ACQUISITION NEWSLETTER

HIGHLIGHT(S) OF THE MONTH

DELPRO NOTES AND SIMPLIFIED ACQUISITION NEWS

SIMPLIFIED ACQUISITION INTERFACE (SAI)

All Federal agencies are required to submit data on their acquisitions to the Federal Procurement Data System - Next Generation (FPDS-NG). HHS feeds their data to the FPDS-NG via the Department's Departmental Contract Information System (DCIS).

Effective October 1, 2004, any open acquisition award above $2,500 through $25,000 and BPA Records of Call above $2,500 and up to the MOL, excluding purchase card transactions, must be entered into the Simplified Acquisition Interface (SAI).

Each IC has nominated a SAI Point of Contact (POC). This individual coordinates all SAI activities for his/her IC. The POC is responsible for ensuring that all appropriate IC staff are registered and have received training, and that all outstanding FY05 data is entered into SAI.

Following is a list of the actions that the SAI will support:

- BPA Records of Call ($2,501 and up to the MOL) - Use the BPA Call screen.
- Professional Service Orders ($2,501 to $3,000) - Use the PO<$25,000 screen. You will need a DUNS number.
- Reprint Orders ($2,501 to $10,000) - Use the PO<$25,000 screen. You will need a DUNS number.

Additionally, for the Purchasing Agents in the Centralized/Decentralized ordering offices:

- Purchase Orders between $2,501 and $25,000

NOTE: RQMs do not need to be entered into SAI. The Purchasing Agents in the Centralized/Decentralized ordering offices will enter the purchase orders.

Following is a list of the Points of Contact (POC) for each IC:

FIC	-	Lauren Sikes
NIGMS	-	Crystal James
		Gail Grosman
CIT	-	Danielle Kaczensky
NIDCD	-	Anne Sumner
ORF/ORS	-	Tina Tyler
		Cheryl Frazier
NINR	-	Candice Scott
NIA	-	Tony Pirrone
		Sheila Zichos
NIDA	-	Tonya Anderson
NIDDK	-	Bill Foltin
CSR	-	Marilyn Cuzzolina
NEI	-	Ruby Robinson
NIAMS	-	Tina Tyson
		Nina Holden
NIBIB	-	Angela Taylor
NINDS	-	Jeff Domanski

NICHD	-	Eve Burrell
		Patty Runyon
NHLBI	-	Deborah Hawkins
CC	-	Deborah Britton
NIAID	-	Wilma Lucas
NHGRI	-	Mike Philippi
NIMH	-	Barbara Vermilion
OLAO	-	William Kelley
NIDCR	-	Candace Lindsay
NCI	-	Pam Robbins
NIEHS	-	Steve Cannon
NLM	-	Karen Riggs
NCRR	-	Cheryl Stevens
NCCAM	-	Denise Simmonds-Barnes
NIAAA	-	Priscilla Logan
ORS	-	Laurie Bullman

SAI training is scheduled for the following dates at 6116 Executive Blvd., Room 4075:

July 25, 27, 28, and 29 (two sessions daily) (8:30 a.m. - 12:00 noon and 1:00 p.m. - 4:30 p.m.)

Space is limited to 24 seats per session. Registration can be done online at the following website: http://training.cit.nih.gov/coursepicfull.asp?cnumber=344&term=05S

The SAI system is anticipated to go live mid to late August. Orders should be input by September 30 if possible. OLAO will provide assistance in doing so. In the next few days IC POC will be contacted about this.

Listed below (at a minimum, this is what is required) is the data that you will need to collect from your Records of Call against BPAs to input into the Simplified Acquisition Interface (SAI):

Date Signed (2A) - Date AO or Approving Official signed

Current Completion Date (2C) - Date expected to be delivered

Purchase Card as Payment Method (6N) - Defaults to No

Product or Service Code (8A) - You will make a selection from a drop down window

Type of Set Aside (10N) - This may need to be completed. If so, if FSS vendor, then select NONE; if Open Market Small Business vendor, then select Small Business Set-Aside; and if Open Market Large Business vendor, then select NONE.

Project Officer (22) - Ship to person/Requester/End User

Contract Specialist (23) - Purchasing Agent/DELPRO Agent/Ordering Official

Contract Status (27) - Defaults to A Active

Administering IC (102) - Make sure your IC is correct

Contracting Officer Name (131) - Fill in the DELPRO Approving Official's Name

Associated IC (140) - Make sure your IC is correct

SETTING LIMITS ON INDEFINITE DELIVERY CONTRACTS

DELPRO Approving and Ordering Officials should not be ordering from the NITAAC contracts or from any other Indefinite Delivery Contracts if the order is above their DELPRO single purchase limit. There may be acquisition considerations that need to be addressed for which they have not been trained. These requirements should be ordered through an RQM so that the order is placed by the contracting office servicing their IC.

GREEN PURCHASING WEBCAST TRAINING

The Green Purchasing for Purchase Cardholders training session that was presented at Lister Hill on April 25 is now available for viewing at http://videocast.nih.gov/PastEvents.asp?c=998.

Watching this video meets the requirement for Green Purchasing training needed to retain your Purchase Card authority or to continue serving as a Card Approving Official. Note that this training must be completed by the end of this calendar year, and refresher training is required every two years.

To confirm completion of this requirement, you may either watch the video in group training session and forward a roster of attendees or if you watch at your own computer, you can send an e-mail to John Best confirming when you did this with a cc to your supervisor.

Other training options include taking the online training class available at www.golearn.gov

LEVEL I PACKAGES FOR JULY

The next Level I Certification Board will meet some time the last week of July, 2005. Please submit your Level I Package early to your IC Coordinator so that your IC Coordinator can send your package to Annette Romanesk, 6011 Executive Blvd., Room 547H by July 15, 2005.

FUNDING OF ACQUISITION TRAINING

Beginning in FY06, the HHS acquisition classes that are required for Level I will no longer be centrally funded. It is estimated that the classes will cost about $800 per slot. These classes are "Basic Simplified Acquisition" and "Advanced Simplified Acquisition". For those Purchasing Agents in the decentralized ordering offices only, who may apply for Level 1b for purchase card authority up to $100,000, their classes are "Basic Simplified Acquisition", "Advanced Simplified Acquisition", "Introduction to Contracting" and "Acquisition Planning I".

There are commercial classes available in the summer. Please contact Carl Henn for that information.

POLICY ON PURCHASING KITCHEN APPLIANCES

NIH Office of Acquisition Management and Policy developed an internal policy for acquiring kitchen appliances.

It is important that the appliances purchased with appropriated funds be located only in common areas where they are available for use by all personnel and are not reserved for the sole use of an individual.

Use of appropriated funds to furnish goods, such as coffee, microwaveable food, paper towels, cups, plastic eating utensils are not authorized. These remain costs each employee is expected to bear.

The acquisition file must justify the purchase of refrigerators, microwaves and coffee makers by identifying the benefit to the Government. Further, it must document that the requested equipment meets the minimum necessary to support the intended users.

The IC's Executive Officer or designee (delegable to no more than one level below) must concur with the justification. The individual responsible for ordering the equipment cannot begin the acquisition process without written evidence of the IC Executive Officer's (or designee's) concurrence.

UNICOR

This procedure is applicable to all purchases, **regardless of the mechanism, where the total exceeds $2,500.**

Purchases from FPI aren't mandatory, and waivers aren't required if the below steps are followed:

1. Do market research to determine comparability of products/services.
2. Document your findings supporting your market research.
3. If FPI product is comparable, you MUST award to mandatory source.
4. If determined not comparable (based on price, quality or time), compete your requirement (use simplified acquisition procedures), get quotes from FSS vendors and FPI. Make award to low quote.

HELPLINE QUESTIONS

Q - May we rent a U-Haul to transport large pieces of video gear for location shoots. The NIH motor pool vans have non-removable seats. The total cost would be less than $50/day.

A - The NIH legal council said that it is permissible to rent a U-Haul van, except as stated below. You should document the file to explain that it is essential to perform the task of transporting the large pieces of video gear for location shoots because the NIH motor pool vans have non-removable seats and are inadequate for the job. Also, if you have smaller pieces of equipment, you could use the NIH motor pool van.

Q - Can we use the purchase card to pay for the rental of the U-Haul van?

A - No. A similar concern of the Inspector General's Office addressed the illegal use of the purchase card to procure automotive supplies. Renting of any vehicle with the IMPAC card is expressly forbidden.

Q - Do you have to document the file to explain why you purchased from a large business if the order is placed with an open market large business vendor, even though the order is under $2,500?

A - No, however, even though the order is under $2,500, for open market orders, you should try to locate a small business that has the item, that is, unless you are paying by purchase card.

SIMPLIFIED ACQUISITION

USE OF BRAND NAME SPECIFICATIONS

A memo was sent from the Office of Management and Budget, dated April 11, 2005, to agencies, reinforcing the Federal Acquisition Regulation (FAR) rule prohibiting the use of brand name specifications in procurements unless written justification is provided. (See FAR 11.105).

Effective immediately, if a brand name purchase is warranted, the justification must be published with the contract solicitation when the solicitation is posted on the Federal Business Opportunities website (www.fedbizopps.gov). If publication of the justification is inappropriate because of national security, trade secrets, or similar concerns, a copy of the justification must be provided to the Office of Federal Procurement Policy (OFPP) through the Director, DAPE.

Please note that this guidance applies to all acquisitions, including simplified acquisitions, GSA purchases, and sole source procurements.

CENTRAL CONTRACTOR REGISTRATION (CCR) FOR PURCHASE ORDERS (This does not apply to DELPRO orders)

Purchasing Agents in the Centralized/ Decentralized Offices must notify vendors that they must register in the Central Contractor Registration (CCR) system. Purchasing Agents are required to verify that vendors are registered in the CCR prior to issuing a purchase order. You "do not" need to notify or verify BPA vendors or vendors being paid by the purchase card. BPA vendors registration is part of the BPA establishment and renewal process. Vendors being paid by purchase card are exempt from the CCR requirement. Professional Service Orders do not require registration in the CCR until the individual has been awarded (6) orders. Purchasing Agents must verify that vendors are registered in the CCR prior to issuing the order. Go to www.ccr.gov. Under the Government Arena tab, there are prompts to direct you. Sample instructions that Purchasing Agents can send to vendors to notify them about CCR registration is as follows:

Dear Vendor/Contractor:

Central Contractor Registration requires ALL Government vendors and contractors to register in the Central Contractor Registration (CCR) system.

Vendors/contractors must register before they can receive new awards. To register, go to the CCR website at http://www.ccr.gov. The main telephone number for CCR assistance is 1-888-227-2423.

The CCR system is the primary vendor-contractor database for all Federal agencies.

Vendors/contractors must update or renew their registration annually to maintain an active status in order to allow payments to continue. It is imperative that you maintain an "Active" status in CCR, as contracts will be awarded and payments made only to "Active" vendors.

Before registering in CCR, you must obtain a DUNS number by calling (1-866-705-5711).

ORCA (ONLINE REPS & CERTS FOR PURCHASE ORDERS

Federal Acquisition Circular (FAC 2001-26), published on 20 DEC 04, implements ORCA effective on 1 JAN 05.

ORCA enables vendors to submit and update their representations and certifications online. ORCA is part of the Business Partner Network (BPN) and is located at http://orca.bpn.gov. The ORCA site contains an ORCA Application Handbook and an ORCA Quick Reference Guide. To access them, simply click on the "Help" link at the top of the ORCA homepage.

Purchasing Agents must notify vendors that they must register in ORCA as well as registering in CCR. You do not need to notify BPA vendors or vendors being paid by purchase card. BPA vendors register as part of the BPA establishment process. Vendors being paid by purchase card are not reqired to register in ORCA or CCR.

Purchasing Agents may be required to verify that vendors are registered in ORCA. Here are the Government Instructions for you to search active records that we obtained from the ORCA Quick Reference Guide:

Prior to starting, make sure you know the DUNS number of the company(s) you would like to review. If you don't know the DUNS number you can find it by going to www.ccr.gov and clicking on "Search CCR". Once on the search page enter the company's legal business name and click "Search".

Once you know the DUNS number, you are ready to search ORCA.

- Start a http://orca.bpn.gov
- Click on "Search" then "Current Search"
- Enter the DUNS of the company you wish to find a record for, click "Search"

- The record is displayed on screen and is ready for review. If desired, the record can be printed (.pdf copy) or download by clicking on the "Download.pdf" button found at the bottom of the page.

Here are the Government Instructions for you to search archived records:

As mentioned in the section above, prior to starting make sure you have a DUNS number of the company(s) you would like to review. To find the DUNS number, go to www.ccr.gov and click on "Search CCR". Once on the search page enter the company's legal business name and click "Search". Now you are ready to go to ORCA.

- Start at http://orca.bpn.gov
- Click on "Search" then "Archived Search".
- Enter the DUNS of the company you wish to find a record for and the dates you wish to view submitted records, click "Submit".
- The record is displayed on screen and is ready for review. If desired, the record can be printed (.pdf copy) or download by clicking on the "Download.pdf" button found at the bottom of the page.

Also, listed below is a sample of instructions that Purchasing Agents could send to the vendor to notify them about registering in ORCA.

Dear Vendor/Contractor,

ORCA (Online Representations and Certifications Application) requires ALL Government vendors and contractors to register in ORCA.

Vendors and contractors must register before they can receive new awards. To register, go to the ORCA website at http://orca.bpn.gov. The new rule applies to all contracts that require registration in the Central Contractor Registration (CCR) database. The rule requires contractors to update their certifications and representations when necessary but at least once a year. It also requires new contractors to complete the online application in conjunction with registering in CCR. The ORCA site contains an ORCA Application Handbook and an ORCA Quick Reference Guide. To access them, simply click on the "Help" link at the top of the ORCA homepage.

Who to contact for help

Help finding you DUNS Number

Dun & Bradstreet - 866-705-5711

Help finding your CCR Point of Contact or entering your Marketing Partner Identification Number (MPIN)

CCR Assistance Center - 888-227-2423 or www.ccr.gov

Technical assistance or help navigating ORCA

ORCA Helpdesk - http://orca.bpn.gov/help.aspx

Reminder: Your MPIN takes 24 to 48 hours, after your registration in CCR, to be activated in ORCA.

Please check the appropriate block in 52.204-8 below to indicate whether or not you are registered in ORCA.

52.204-8 Annual Representations and Certifications.

ANNUAL REPRESENTATIONS AND CERTIFICATIONS (JAN 2005)

(a)(1) If the clause at 52.204-7, Central Contractor Registration, is included in this solicitation, paragraph (b) of this provision applies.

(2) If the clause at 52.204-7 is not included in this solicitation, and the offeror is currently registered in CCR, and has completed the ORCA electronically, the offeror may choose to use paragraph (b) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

[ ] (i) Paragraph (b) applies.

[ ] (ii) Paragraph (b) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(b) The offeror has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at http://orca.bpn.gov. After reviewing the ORCA database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [offeror to insert changes, identifying change by clause number, title, date]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the

representations and certifications posted on ORCA.

(End of Provision)

BPA NEWS

BPA ORDERS - FSS SCHEDULE/OPEN MARKET

There have been issues regarding Open Market items being placed against FSS Schedule BPA's and FSS Schedule items being placed against Open Market BPA's. Some of our BPA vendors have two BPA's in place, Open Market and FSS Schedule. Please make sure when you are placing your orders that you are using the correct BPA for that vendor. If you are in doubt about which items should be placed against the Open Market BPA and which items should be placed against the FSS Schedule BPA, you can check with the vendor when you call to get your list price and NIH price.

The following BPAs have recently been established:

#61922 - Curtis Bay Supply - for electrical supplies, hardware and tools

#61934 - D & R Millwork - for fabrication of cabinets and parts

#61870 - Krasity's Medical & Surgical Supply - for laboratory and medical supplies

#61867 - Complete Air Filter - for air filters and cleaning

#62014 - Bunton Instrument Co - for laboratory supplies and equipment

#62168 - Dynal Biotech - for biological materials

#62002 - Hampton Research - for chemicals and laboratory supplies

#62038 - Media Resolutions Inc - for graphic arts and photographic services

#62874 - Art Litho Co - for printing services

#62274 - Glass & Plastics Labware - for glassware

#62117 - Ohio State University - for tissue specimens

#45225 - Trevigen Inc - for chemicals, biologicals and blood products

#62286 - Unique Personnel - for clerical support services

#61125 - 21st Century Biochemicals - for peptides and antibodies

#61204 - Rockville Automotive and Truck - for auto repair and parts

#61255 - Alfred Laoang - for graphic arts services

#61231 - USCG - for IT and MOBIS services

#61267 - LJC Lighting Supply - for lamps and lighting fixtures

#61270 - Xa Systems - for IT services and software

#61322 - Gray Systems - for IT services

#61346 - Colabours Communications - for graphic arts services

#61358 - Choice Batteries - for IT supplies

#61401 - Integrated Mgmt Resources Group - for IT services

#61373 - Katherine Treiman - for writing and editing services

#61413 - Fedvar - for IT hardware, software and upplies

#61385 - Robert Half International - for office support services

The following BPAs have recently been discontinued:

#59737 - CKC Consulting Corp

#44872 - Curtis Bay Supply

#44990 - D & R Millwork

#44896 - Krasity's Medical & Surgical Supply

#53846 - Purolator/Complete Air Filter

#49847 - Zymed Lab Inc

#57532 - Zymo Research Corp

#51902 - BD Biosciences

#59973 - Bren Peters

#43865 - Bunton Instrument Co

#55690 - Dynal Inc

#45122 - Hampton Research

#59828 - Med Temps Inc

#42664 - Media Resolutions Inc

#59867 - Sunbelt Staffing Solutions

#55651 - The Art Litho Co

#60027 - Bio Calibration Co#50843 - Black Box Corp

#59958 - CompCamp Inc

#59870 - Financial Staffing 2000 Inc

#59934 - Healthcare Travelers of America

#59985 - Hutch Temporaries Inc

#56643 - Proxtronics Inc

#57520 - Saraf Software Solutiions

#60030 - Alpha Health Services

#57844 - Discovery Labware Inc

#45707 - Kimble Glass

#56931 - Kingdomware Techologies

#46492 - Ohio State University

#60066 - RM Thornton Inc

#45225 - Trevigen Inc

#46480 - Unique Personnel

#60003 - Washington Express

#60157 - Zen-Bio Inc

#58693 - Kelley Swofford Roy

#57765 - Microlink LLC

#55730 - Speech Solutioins

#57895 - Tutman Media

The following BPA has recently been reestablished:

#60681 - Infotech Associates - for IT hardware and software

AVAILABLE TRAINING AND SEMINARS

2635

Purchase Card Processing System

The Purchase Card Log can be generated electronically through the ADB. This half-day course introduces electronic Purchase Logs and the reconciliation process with hands-on exercises in the ADB. Students will create and reconcile an electronic Purchase Log in the ADB.

This training is for current NIH Purchase Card holders who wish to create and reconcile electronic purchase logs using the ADB.

Course Date	Time	Location	Cost	Cancellation Deadline
Aug 11, 2005	8:30am - 12:00pm	EPS	$265	Jul 10, 2005

2607

Simplified Acquisitions Refresher for AOs (2 classes each day)

This class will focus on changes and updates to Simplified Acquisition procedures, purchasing mechanisms, the ordering process, and the role and responsibilities of the Approving Official. The Delegated Acquisition (DELPRO) Reference Guide will be used. The audience is Administrative Officers/Approving Officials who have successfully completed the mandatory 4 day Delegated Acquisition Training course more than 2 years ago and feel they could benefit from an update course specifically designed to emphasize Approving Official's responsibilities.

Course Date	Time	Location	Cost	Cancellation Deadline
Aug 8, 2005	8:30 am- 12:00pm	EPS	$265	Jul 7, 2005

2636

Mandatory Purchase Card Training

This course introduces the NIH Purchase Card, Purchase Logs and reconciliation process. Students will learn cardholder and card approving official responsibilities, uses and limitations of the purchase card, ordering procedures, implementation and maintenance of Purchase Logs, and the reconciliation process. As part of the reconciliation process, the proper use of the ADB Purchase Card will be explained. The class consists of lecture and hands-on exercises with the ADB Purchase Log and reconciliation process.

This course is mandatory for all NIH employees who wish to become Purchase Card Approving Officials or Cardholders. It is also recommended as refresher training for current cardholders or card approving officials.

For more information, or to register, please contact the Human Resource Development Division on 496-6211 or visit the website: http://learningsource.od.nih.gov/

Course Date	Time	Location	Cost	Cancellation Deadline
July 18, 2005	8:30am - 4:30pm	EPS	$292	Jun 17, 2005
Aug 9, 2005	8:30am - 4:30pm	EPS	$292	July 8, 2005

Mandatory DELPRO Procurement Training

The Delegated Acquisition Training Program and advanced acquisition seminars listed below are mandatory for Purchasing Agents, Approving Officials, Ordering Officials, and Procurement Officials with DELPRO authority. Failure to complete these seminars may result in loss of authority for DELPRO purchasing. The following courses will be available for enrollment in FY2005.

2609

Federal Supply Schedules

Key Topics:

- Learning the GSA's role in the Federal Supply Schedule program
- Identifying the differences between single-award and multiple-award schedules
- Identifying differences between multiple-award and government-wide agency contracts (GWAC's)
- Obtaining, using, and ordering from Federal Supply Schedules
- Determining best values on Federal Supply Schedule orders

Course Date	Time	Location	Cost	Cancellation Deadline

No classes scheduled

2610

Consolidated Purchasing Through Contracts

Key Topics:

- Identifying, defining, and comparing consolidated purchasing mechanisms
- Learning when and how to use the NIH Indefinite Delivery Contract Guide
- Identifying the benefits of the National Institutes of Health Information Technology Acquisition Assessment Center (NITAAC)
- Learning the function and importance of the statement of work
- Developing and reviewing the statement of work

Course Date	Time	Location	Cost	Cancellation Deadline

No classes scheduled

2611

Buying from Businesses on the Open Market

Key Topics

- Defining the terms small business, small disadvantaged business, and women-owned business
- Learning about set-aside programs and other socioeconomic considerations
- Locating small businesses
- Preparing necessary justification for open market buys
- Identifying competition requirements for simplified acquisitions
- Evaluating and documenting requirements for simplified acquisitions exceeding $2,500

Course Date	Time	Location	Cost	Cancellation Deadline

No classes scheduled

2617

Price Reasonableness in Simplified Acquisitions

Key Topics

- Learning FAR and HHSAR regulations and NIH guidance on price reasonableness.
- Learning the requirements and methods for determining fair and reasonable price for orders less than $2,500

- Learning the requirements and methods for determining fair and reasonable price for order in excess of $2,500
- Identifying methods used to determine price reasonableness
- Using acceptable methods for determining price reasonableness for travel costs on professional service orders.

Course Date	Time	Location	Cost	Cancellation Deadline
Sep 7, 2005	1:00pm - 4:30pm	EPS	$252	Aug 6, 2005

2612

Professional Service Orders

Key Topics

- Identifying and becoming familiar with the applicable regulations and NIH policy and guidance on PSOs.
- Identifying and understanding the limitations as well as the allowable services and applicable requirements in determining the appropriate PSO mechanism (e.g. Honorarium verses Fee for Service).
- Understanding and evaluating the required three line item format.
- Understanding and developing appropriate statements of work (SOW).
- Understanding the documentation requirements for PSOs above and below the $2,500 micro-purchase threshold.

Course Date	Time	Location	Cost	Cancellation Deadline
Aug 10, 2005	8:3apm - 11:30am	EPS	$271	Jul 9, 2005

2603

Delegated Acquisition Training Program

This class includes segments on processing FSS best value determinations, on open market requirements at various thresholds, and on each of the DELPRO mechanisms. Information is presented in a clear, logical and practical format. Included are exercises and a "hands-on" segment in which students actually access the ADB.

Course Date	Time	Location	Cost	Cancellation Deadline

Jul 19 thru Jul 22, 2005	8:30am - 4:30pm	EPS	$829	Jun 18, 2005
Aug 16 thru Aug 19, 2005	8:30am - 4:30pm	EPS	$829	Jul 15, 2005

NOTE: Although a cancellation deadline date may have passed, you may still submit a registration form through NIHITS in case an opening occurs. For further information, please contact the Human Resource Development Division on 496-6211 or visit the website: http://learningsource.od.nih.gov

THE OLAO ACQUISITION NEWSLETTER

We encourage the ICs to send us any articles they may have related to acquisition so that we can include your articles in future newsletters.

The OLAO Acquisition Newsletter is published by the Acquisition Services & Review Branch, Office of Logistics and Acquisition Operations (OLAO), OA, OD. This issue and prior issues are available through the OLAO homepage: http://www.nih.gov/od/olao/oa

OLAO invites your comments and suggestions for future articles. Please address all correspondence to the co-editors, Annette Romanesk, RomanesA@od.nih.gov, John Best,BestJ@od.nih.gov, Milton Nicholas, NicholasM@od.nih.gov or Courtney Carter, CarterC@od.nih.gov.   If you have any questions or comments regarding the information, policy and/or procedures published in this issue, you may contact

Annette Romanesk at the e-mail address above. Future issues, contact the DELPRO Helpline on 496-0400 and you will be referred to the appropriate area.